

**JASPER COUNTY COUNCIL  
ADMINISTRATIVE SERVICES COMMITTEE  
MARY GORDON ELLIS EXECUTIVE BUILDING  
CONFERENCE ROOM  
MARCH 28, 2008  
10:30 A.M.**

**OFFICIALS PRESENT:**

CHAIRMAN GEORGE HOOD, COUNCILWOMAN GLADYS JONES

**STAFF PRESENT:**

ANDREW FULGHUM - ADMINISTRATOR, RONNIE MALPHRUS – DEPUTY ADMINISTRATOR, GLORIA LUCAS – HUMAN RESOURCES DIRECTOR, JUDITH FRANK, CLERK TO COUNCIL

IN ACCORDANCE WITH THE FREEDOM OF INFORMATION ACT THE ELECTRONIC AND PRINT MEDIA WERE NOTIFIED.

DURING PERIODS OF DISCUSSION AND/OR PRESENTATIONS MINUTES ARE TYPICALLY CONDENSED AND PARAPHRASED.

**CALL TO ORDER:**

CHAIRMAN HOOD CALLED THE MEETING TO ORDER AT 10:30 A.M.

**INVOCATION:**

MR. MALPHRUS GAVE THE INVOCATION.

**PERSONNEL POLICY:**

MS. LUCAS GAVE THE COUNCIL THE LATEST VERSION OF THE PERSONNEL POLICY. MS. LUCAS SAID THE POLICY WAS STARTED IN FEB. , 2007 AND THERE HAVE BEEN SECTIONS THAT NEEDED TO BE RETYPED AND REVISED. MS. LUCAS SAID THAT THE COMMITTEE MET WITH MS. EDWARDS REGARDING THE PERSONNEL POLICY AND SHE HAS ALSO CONSULTED WITH CHRIS JOHNSON REGARDING A SECTION FOR DRUG TESTING FOR PEOPLE AT PUBLIC WORKS. MS. LUCAS SAID THIS IS NECESSARY BECAUSE OF THE TYPE OF EQUIPMENT THEY OPERATE. MS. LUCAS SAID SHE FELT IT COULD BE INCLUDED IN AN EMPLOYEE HANDBOOK SPECIFIC TO PUBLIC WORKS. CHAIRMAN HOOD SAID PERHAPS IT COULD BE ADDED AS AN ADDENDUM TO THE PERSONNEL POLICY. MS. LUCAS ASKED THE COMMITTEE TO REVIEW THE PERSONNEL POLICY TO SEE IF THEY WANT TO MAKE ANY CHANGES. MR. FULGHUM ASKED IF THE TABLE OF CONTENTS WOULD BE ADDED AFTER THE COMMITTEE REVIEWS THE POLICY AND MS. LUCAS RESPONDED THAT IT WOULD. THE COMMITTEE SAID THEY WILL REVIEW THE SECTION FOR DRUG TESTING FOR PUBLIC WORKS AND WILL DECIDE IF IT SHOULD BE INCLUDED.

**NEW HIRES:**

MS. LUCAS REPORTED THAT SINCE JANUARY, 2008 THE COUNTY HAS HIRED 20 NEW EMPLOYEES. MS. LUCAS LISTED THE NEW HIRES AS 1 ADMINISTRATIVE ASSISTANT FOR THE ATTORNEY, THE ASSESSOR, AN EMPLOYEE FOR THE CLERK OF COURT, 9 NEW PEOPLE FOR THE DETENTION CENTER, ONE PERSON FOR THE SHERIFF'S DEPARTMENT AND A TRUCK DRIVER FOR PUBLIC WORKS AND A MAGISTRATE JUDGE WAS APPOINTED AND HR HANDLED THE PAPERWORK. MS. LUCAS SAID THAT 4 ON- CALL POSITIONS WERE FILLED – 1 DISPATCHER, 2 FIRE FIGHTERS, AND 1 PARAMEDIC. MS. LUCAS SAID THAT SHE WAS READY TO MAKE OFFERS FOR A TEMPORARY AT THE PROBATE JUDGE'S OFFICE, 3 MORE PEOPLE FOR THE DETENTION CENTER, A TEMPORARY SECRETARY FOR THE SHERIFF'S OFFICE AND ANOTHER ON- CALL PERSON FOR DISPATCH.

**RESIGNATIONS:**

MS. LUCAS REPORTED THAT THERE HAVE BEEN 25 DISMISSALS, 7 WERE DISMISSALS. MS. LUCAS SAID THAT THEY HAVE BEEN HIRING FROM THE ON-CALL POSITIONS SINCE THEY ARE ALREADY TRAINED AND FAMILIAR WITH THE COUNTY'S SYSTEM. COUNCILWOMAN JONES ASKED IF THE ON-CALL PEOPLE WERE ALSO BEING USED TO ELIMINATE OVERTIME. MS. LUCAS SAID WHEN POSSIBLE THEY DO USE THEM. MS. LUCAS SAID THAT ALDA JONES RETIRED AND HER POSITION HAS BEEN ADVERTISED AND CLOSED. MS. LUCAS SAID INTERVIEWING FOR THE ADMINISTRATIVE ASSISTANT AT THE ASSESSOR'S OFFICE WILL BE APRIL 15-16, 2008 AND 12 PEOPLE WILL BE INTERVIEWED. MS. LUCAS SAID INTERVIEWING FOR THE ADMINISTRATIVE ASSISTANT POSITION AT THE DETENTION CENTER WILL BE HELD APRIL 23-24 AND 13 PEOPLE WILL BE INTERVIEWED.

COUNCILWOMAN JONES SAID THAT SHE NEVER SEES THE JOBS ADVERTISED IN THE JASPER COUNTY SUN. MS. LUCAS SAID THAT SHE DOES ADVERTISE IN THE JASPER COUNTY SUN. MS. LUCAS SAID INTERVIEWS FOR THE ACCOUNTS PAYABLE POSITION WILL BE HELD ON APRIL 8-9, 2008. MS. LUCAS SAID THIS POSITION WAS READVERTISED BECAUSE THE OTHER APPLICANTS WERE NOT QUALIFIED.

COUNCILWOMAN JONES ASKED ABOUT CATINA GADSON'S POSITION. MS. LUCAS SAID IT WAS A TEMPORARY POSITION AND SHE WILL INTERVIEW FOR THAT POSITION, AND SINCE IT IS TEMPORARY POSITION, IT DOES NOT NEED TO BE ADVERTISED. MR. FULGHUM SAID THE POSITON DOES NOT HAVE BENEFITS, BUT HE WAS GOING TO MAKE A RECOMMENDATION TO THE COUNCIL AT THE NEXT MEETING.

CHAIRMAN HOOD ASKED IF ANY OF THE EMPLOYEES WHO WERE DISMISSED HAVE FILED LAWSUITS. MS. LUCAS SAID ONE INDIVIDUAL HAS FILED A LAWSUIT AND HER ATTORNEY HAS BEEN IN CONTACT WITH HR. COUNCILWOMAN JONES ASKED ABOUT EXIT INTERVIEWS AND MS. LUCAS SAID THAT SHE LIKES TO DO AN EXIT INTERVIEW, HOWEVER, THAT IS NOT ALWAYS POSSIBLE. COUNCILWOMAN JONES SAID SHE FELT THEY WERE

IMPORTANT BECAUSE IT WOULD LET THE ADMINISTRATION KNOW WHY THE PEOPLE ARE LEAVING. MS. LUCAS SAID THE PEOPLE WHO WORK FOR THE COUNTY ARE WILLING TO COME IN, BUT THE ONES WHO ARE APPOINTED OR WORK FOR AN ELECTED OFFICIAL GENERALLY WILL NOT COME BACK, BUT SHE INCLUDES INFORMATION ABOUT COBRA WHEN SHE SENDS THE TERMINATION LETTER.

CHAIRMAN HOOD SAID HE HOPED THE EMPLOYEES WERE BEING TREATED FAIRLY AND KNOW THAT THEY CAN FIGHT FOR THEIR JOB IF THEY ARE IN THE RIGHT. MS. LUCAS SAID SHE INFORMS THE PEOPLE OF THE GRIEVANCE PROCEDURE.

CHAIRMAN HOOD SAID THAT HE JUST ATTENDED A MEETING AND THEY DISCUSSED THE FACT THAT THIS AREA HAS A POOR POOL OF WORKERS TO CHOOSE FROM. CHAIRMAN HOOD SAID HE WANTED THE COUNCIL SCHOOLED IN JOB FACTORING SO THAT THEY BETTER UNDERSTAND THE SALARY STRUCTURE.

MS. LUCAS ASKED IF THE COUNCIL WANTED SALARIES TIED TO THE LEVEL OF EDUCATION. MR. MALPHRUS COMMENTED THAT THIS IS ALREADY DONE AS WHEN A PERSON BECOMES CERTIFIED IN THE BUILDING DEPARTMENT AND EMS THEY RECEIVE AN INCREASE.

COUNCILWOMAN JONES SAID SHE FELT THAT IF A PERSON IMPROVES THEIR JOB SKILLS THEY SHOULD GET AN INCREASE. MR. MALPHRUS SAID THE COUNTY WILL PAY FOR CLASSES, BUT THEY DO NOT GET A RAISE. MR. MALPHRUS SAID THAT IF AN INDIVIDUAL BECOMES CERTIFIED AND IT IS TIED TO THEIR JOB, THEY GET AN INCREASE. COUNCILWOMAN JONES SAID SHE FELT THAT SHOULD BE WRITTEN. MS. LUCAS SAID THAT WOULD BE COVERED IN THE PAY SCALE, NOT THE PERSONNEL POLICY.

COUNCILWOMAN JONES ASKED ABOUT JOB OPENINGS. MS. LUCAS SAID THE FOLLOWING POSITIONS WERE OPEN: THE ACCOUNTS PAYABLE POSITION, THE ASSISTANT FIRE CHIEF POSITION, THE DEPUTY ADMINISTRATOR OF EMERGENCY SERVICES POSITION AND THE PLANNING DIRECTOR. MS. LUCAS SAID THEY WERE GOING TO FILL THE DEPUTY ADMINISTRATOR OF EMERGENCY SERVICES BEFORE THEY FILL THE ASSISTANT FIRE CHIEF POSITION BECAUSE SEVERAL PEOPLE APPLIED FOR BOTH POSITIONS. MS. LUCAS SAID THERE WERE TWO FIREFIGHTER POSITIONS OPEN. MS. LUCAS SAID THE PLANNING DIRECTOR POSITION HAS BEEN READVERTISED BECAUSE THE TWO INDIVIDUALS WHO WERE OFFERED THE POSITION TURNED IT DOWN. CHAIRMAN HOOD ASKED WHY THE COUNTY CANNOT FIND ONE PLANNER WHEN THE CITY OF HARDEEVILLE HAS FOUR. MS. LUCAS SAID SHE HAS ADVERTISED IN SEVERAL LOCATIONS AND CONTACTED PEOPLE FROM THE SURROUNDING AREAS, BUT SHE HAS NOT BEEN ABLE TO FIND SOMEONE FOR THE POSITION. MR. FULGHUM SAID HE ALSO HAS BEEN TRYING TO RECRUIT SOME INDIVIDUALS, BUT HE HAS NOT HAD ANYONE WHO HAS BEEN INTERESTED. MS. LUCAS SAID THE PLANNING DIRECTOR ALSO NEEDS TO HAVE SUPERVISORY SKILLS.

MS. LUCAS REPORTED THAT THEY WERE REVIEWING THE APPLICATIONS FOR THE CHIEF APPRAISER AND THAT POSITION REQUIRED THAT THEY ARE CERTIFIED. COUNCILWOMAN JONES ASKED ABOUT THE TWO INDIVIDUALS WHO WANTED TO SHARE THE POSITION IF THEY BECOME CERTIFIED AND IF THEY ARE READY TO TAKE THE TEST. MS. LUCAS SAID THEY ARE READY TO TAKE THE TEST, BUT THEY HAVE NOT TAKEN IT YET. MS. LUCAS SAID THAT IT WOULD COST THE COUNTY MORE MONEY IN BENEFITS TO HAVE THE POSITION SHARED AND WHAT WOULD THEY DO WITH THE OTHER HALF OF THEIR TIME. MS. LUCAS ASKED IF THEY SPLIT THE JOB WOULD THEY WANT TO WORK PART TIME. COUNCILWOMAN JONES SAID THAT THEY WOULD WORK FULL TIME AND ONLY ONE OTHER PERSON WOULD NEED TO BE HIRED. MR. MALPHRUS SAID THAT MS. WAITE IS TRYING TO HAVE TWO TEAMS THAT GO OUT TO DO APPRAISALS AND THERE WOULD ONLY BE THREE PEOPLE INSTEAD OF FOUR. COUNCILWOMAN JONES ASKED WHAT THE ASSESSOR DOES IF SHE DOES NOT GO OUT ON APPRAISALS. MR. MALPHRUS SAID THAT SHE IS THE ONLY ONE CERTIFIED TO DO COMMERCIAL APPRAISALS AND SHE DOES A LOT OF WORK WITH THE INFORMATION ONCE IT IS BROUGHT BACK TO THE OFFICE. MR. MALPHRUS SAID THE ASSESSOR WILL ALSO GO OUT IF THEY GET BEHIND. COUNCILWOMAN JONES ASKED WHAT LISA MALPHRUS DID AND MR. MALPHRUS SAID SHE DOES DEEDS AND PLATS. CHAIRMAN HOOD SAID THAT THE ASSESSOR NEEDS TO MAKE SURE THAT THE CORRECT NUMBERS AND INFORMATION COME OUT OF THAT OFFICE. COUNCILWOMAN JONES ASKED IF THE CHIEF APPRAISER WILL HAVE TO BE CERTIFIED IN COMMERCIAL AND MR. MALPHRUS SAID THE CHIEF APPRAISER WILL HAVE TO BE CERTIFIED IN RESIDENTIAL AND WILL HAVE TO BE ABLE TO GET COMMERCIAL CERTIFICATION BEFORE 2010 WHEN REASSESSMENT NEEDS TO START.

**INVOICES FOR ATTORNEY EDWARDS:**

MR. MALPHRUS SAID THAT THE TOTAL PAID TO ATTORNEY EDWARD'S LAW FIRM SINCE MARCH, 2006 HAS BEEN \$17,614.00, AND OF THAT AMOUNT \$7,183.00 HAS BEEN FOR THE PERSONNEL POLICY. MS. LUCAS COMMENTED THE ONLY OTHER EXPENSE FOR THE PERSONNEL POLICY SHOULD BE THE PRINTING AS SHE WAS GOING TO PREPARE THE OTHER DOCUMENTS. THE COMMITTEE DISCUSSED HAVING THE PRINTING DONE AT THE ACADEMY FOR CAREER EXCELLENCE. MS. LUCAS SAID THE HIGH SCHOOL MAY BE ABLE TO DO THE PRINTING.

**COUNTY CREDIT CARDS.**

MR. MALPHRUS PROVIDED THE COMMITTEE WITH A LIST OF ALL THE CREDIT CARDS AND TO WHOM THEY WERE ASSIGNED. COUNCILWOMAN JONES ASKED WHY MR. SAGER HAD A CREDIT CARD SINCE HE WAS NOT A DEPUTY ADMINISTRATOR. AND MR. FULGHUM INSTRUCTED MR. MALPHRUS HAVE MR. SAGER'S CARD DESTROYED. COUNCILWOMAN JONES ASKED WHO MONITORS THE CREDIT CARDS AND MR. MALPHRUS

SAID THAT HE DID AND MS. SMITH WILL NOT PAY A BILL THAT DOES NOT HAVE A RECEIPT. THE COMMITTEE DISCUSSED ROAMING CHARGES ON THE COUNTY CELL PHONES AND MR. MALPHRUS IS TO INVESTIGATE IF THERE ARE PLANS AVAILABLE WITH NO ROAMING AND AT WHAT COST TO THE COUNTY. MR. FULGHUM SAID HE WOULD CHECK INTO IT AND SEE IF IT IS CHEAPER THAN THE CURRENT PLAN.

MR. MALPHRUS SAID THE ACE HARDWARE CHARGE CARD WAS NECESSARY BECAUSE THE ACE HARDWARE IN HARDEEVILLE WILL NOT LET THE COUNTY ESTABLISH AN ACCOUNT WITH THEM LIKE THE ACE HARDWARE IN RIDGELAND.

THE COMMITTEE DISCUSSED THE GAS CARDS AND COUNCILWOMAN JONES ASKED IF THE EMPLOYEES HAVE BEEN TOLD TO FILL UP THEIR VEHICLES AT THE SHOP AT THE BEGINNING OF THEIR SHIFT.

COUNCILWOMAN JONES SAID THAT IF THEY ARE CHARGING FUEL AT TAYLOR'S BP, THEY SHOULD BE FILLING UP AT THE SHOP. MR. MALPHRUS SAID THAT AT ONE TIME WHILE MR. HODGES WAS WORKING FOR THE COUNTY THERE WAS A PROBLEM WITH USING THE GAS FROM THE SHOP IN THE AMBULANCES. COUNCILWOMAN JONES ASKED IF THE AMBULANCES WERE DIESEL AND MR. MALPHRUS SAID THAT THEY ALL WERE DIESEL. MR. FULGHUM SAID THAT IF IT IS NOT A FUEL GRADE ISSUE, THEN IT IS NOT AN ISSUE TO FILL UP AT THE SHOP AND HE WILL MEET WITH MR. TERRY TO SEE WHAT CAN BE DONE. MR. MALPHRUS SAID THE COOSAWHATCHIE FIRE DEPARTMENT FILLS UP AT PO'BOYS AND COUNCILWOMAN JONES SAID THERE WAS NOT A PROBLEM THERE BECAUSE OF THE DISTANCE TO THE SHOP, BUT IF THEY ARE NEAR THE SHOP THEY SHOULD FILL UP THERE. MR. MALPHRUS SAID THAT ONCE HE GETS THE FUEL CARDS FROM THE STATE, WHEN USED, THEY WILL GET THE STATE CONTRACT RATE REGARDLESS OF THE POSTED RATE. COUNCILWOMAN JONES TOLD MR. MALPHRUS TO MONITOR THE CARDS CLOSELY.

**JOB DIARIES, JOB DESCRIPTION, AND COMPENSATION STUDY APPEALS:**

MR. FULGHUM PRESENTED THE JOB DIARIES THAT THE COMMITTEE REQUESTED. MR. FULGHUM SAID HE WOULD PROVIDE THE OTHER COUNCIL MEMBERS WITH COPIES OF THE JOB DIARIES.

MR. FULGHUM SAID THAT 3 EMPLOYEES THAT HE SUPERVISED MADE APPEALS AND HE JUST FINISHED HIS LETTERS AND THEY HAVE BEEN SENT TO CONDREY. MR. MALPHRUS ALSO HAD ONE EMPLOYEE FILE AN APPEAL. MS. LUCAS SAID SHE SENDS THE APPEALS TO MR. CONDREY AS SOON AS SHE RECEIVES THEM. CHAIRMAN HOOD SAID THAT THE PAY SHOULD BE RETROACTIVE IF THEY ARE CHANGED IF THE COUNCIL APPROVES THEM. COUNCILWOMAN JONES SAID SHE WOULD LIKE TO GET THIS PROCESS FINISHED. MS. LUCAS SAID THAT SHE WAS WORKING ON A PREDETERMINED SCHEDULE AND THE PROCESS WAS ON TASK. MS. LUCAS SAID THAT SHE WAS NOT SURE HOW LONG IT WOULD BE BEFORE

CONDREY WOULD GET THEM BACK TO THE COUNTY SINCE HE HAS A  
LARGE CONTRACT WITH DADE COUNTY.

THE MEETING ADJOURNED AT 11:50 A. M

RESPECTFULLY SUBMITTED BY:

APPROVED BY:

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JUDITH M. FRANK, CCC  
CLERK TO COUNCIL

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DR. GEORGE M. HOOD  
CHAIRMAN